



**TOWN OF CONCORD**  
**HUMAN RESOURCES DEPARTMENT**

TOWN HOUSE  
P.O. BOX 535  
22 MONUMENT SQUARE  
CONCORD, MASSACHUSETTS 01742

TEL: 978-318-3025  
FAX: 978-318-3024  
[hr@concordma.gov](mailto:hr@concordma.gov)

Dear Senior Citizen:

Thank you for your interest in the Town of Concord's Senior Work Program. This program aims to employ qualified senior citizens who will apply their earnings toward payment of a portion of their property taxes. In addition, the program was designed to increase senior citizen involvement in local government while enhancing municipal services provided by the Town.

Attached to this letter is a flier describing the program, as well as an application form. If you would like to be considered for employment as a Senior Worker, please complete the application form and forward it to the Town's Human Resources Department as soon as possible.

Once we have received your application, it will be reviewed by the Senior Management Team to determine whether your skills, interests and availability can be matched to the needs of a Town department. You can expect this review process to take up to six weeks. After your application has been fully considered, you will be contacted regarding the outcome of this process.

Thank you for your interest in the program. We will do our best to match your skills with a suitable opening, within the limits of the program. If you have any questions, please contact the Town's Human Resources Office at 978-318-3025.

Sincerely,

Amy Traywick  
Assistant Human Resources Director



## **Town of Concord Senior Work Program**

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### **Goals:**

- To employ qualified senior citizens who will apply their earnings toward payment of a portion of their property taxes;
- To increase senior citizen involvement in local government; and
- To enhance municipal service by utilizing the skills of resident senior citizens.

### **Eligibility:**

- 60 years of age or older;
- Possess skills that can be utilized by the Town (as identified on the Senior Work Application); and
- Own and occupy, as a principal residence, the property for which taxes are paid.

### **Salary:**

- \$12.00 per hour for all jobs, or as may be amended and approved by the Town Manager.
- Program participants may be able to earn up to \$900 per fiscal year, however:
  - additional earnings are possible if Senior Work Program funds are available or if funds are available from the department for which the employee works; and
  - earnings may be restricted to less than \$900 if Program funds are limited and the employee starts part way through a fiscal year or has participated in the program in previous years.
- Required employment deductions will be taken from pay.

### **Jobs:**

- A variety of jobs may be available; types of duties may include general labor, gardening, skilled project support, record filing, data entry, customer service, etc.
- The program will attempt to match the skills and interests of applicants to the needs of Town departments.
- The number of positions available is based upon funding in each fiscal year combined with the needs of various Town departments.
- Senior citizens may participate in the program for more than one year if funds are available, their qualifications continue to match the needs of a department, and other equally qualified applicants are not awaiting placement in a position.

### **Application Process:**

- Applications are accepted at any time but will only be considered as long as funds are available in any given fiscal year (July 1 - June 30).
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(over)

**Application Process, Continued:**

- All applicants are required to complete the Senior Work Application Form, which is available in person or via mail from the:
  - 1) Human Resources Office  
Town House  
22 Monument Square  
978-318-3025
  - 2) Council on Aging Office  
Harvey Wheeler Community Center  
1276 Main Street  
978-318-3020
- Completed applications must be returned to the:  
Human Resources Office, Town House, P.O. Box 535, 22 Monument Square.
- A copy of the applicant's most recent property tax bill must be attached to the application.
- All applications will be reviewed by the Town's Senior Management Team to determine whether the applicant's skills and interests match the needs of any Town departments.
- Applicants may be invited to one or more interviews to confirm their qualifications.
- All applicants will be notified of their standing in the program as soon as a decision has been made regarding their individual application.
- The applications of senior citizens who are not hired will be maintained and may be reviewed again later in the program year to determine whether a job opportunity has developed.
- Individuals who need accommodation in order to participate in this process should contact the Town's Human Resources Department.

**Appointment:**

- All appointments will be made by the Town Manager.
- No position will be offered to a candidate until the Town Manager's approval has been obtained in accordance with the Town's personnel policies.
- Jobs will be offered based upon eligibility, qualifications meeting departments' needs, and availability on the times and days needed (including providing for one's own transportation).

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Questions regarding this program should be addressed to the:

**Concord Human Resources Department**  
Town House, P.O. Box 535, 22 Monument Square  
Concord, MA 01742  
**978-318-3025**

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***Volunteers Make a Difference!***

*This program represents a modest effort to provide some financial relief to retired taxpayers of Concord. Yet the program can not assist every eligible citizen. This program will prove counter-productive if its effect is to discourage volunteerism with respect either to committees or to other civic activities. For those who are not eligible or not selected for work within this program, please continue to volunteer.*

***Concord needs you!***

12/30/03;  
Rev. 9/12/08, 6/17/09, 7/27/10, 7/21/15

**TOWN OF CONCORD**  
Senior Work Program Application

Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

1. Are you 60 years of age or older?

☐ YES ☐ NO

2. Do you own and occupy, as your principal residence, the property for which taxes are paid?

☐ YES ☐ NO

3. Have you participated in the "Senior Work Program" in the past?

☐ YES ☐ NO

If so, please specify the year(s) of participation: \_\_\_\_\_

4. Are you, or any relative, currently affiliated with the Town of Concord in any of the following ways? *(Check all that apply.)*

- ☐ An employee of the Town or Schools
- ☐ A retiree of the Town or Schools
- ☐ A volunteer in any Town or School department
- ☐ A member of any Town or School board or committee

If any of the above are checked, please specify the person's name and affiliation:

\_\_\_\_\_

5. What hours are you available for work? *(Check all that apply.)*

☐ Mornings ☐ Afternoons ☐ Evenings

6. What days of the week are you available for work? *(Check all that apply.)*

☐ Mondays ☐ Tuesdays ☐ Wednesdays ☐ Thursdays ☐ Fridays ☐ Sat./Sun.

7. What type of working conditions/environment are you interested in? *(Check all that apply.)*

☐ Office ☐ Outdoors ☐ Independent ☐ Interactive ☐ Quiet ☐ Busy

8. What general type of work are you interested in? *(Check all that apply.)*

☐ Clerical/Administrative ☐ Physical Labor/Skilled Maintenance ☐ Other: \_\_\_\_\_

9. Do you have experience in any of the following areas? *(Check any that apply.)*

- |  |  |
|--|--|
| <input type="checkbox"/> Clerical                  | <input type="checkbox"/> Accounting                    |
| <input type="checkbox"/> Secretarial               | <input type="checkbox"/> Gardening/Grounds Maintenance |
| <input type="checkbox"/> Reception/Telephone       | <input type="checkbox"/> Building Maintenance          |
| <input type="checkbox"/> Administration/Management | <input type="checkbox"/> Painting                      |
| <input type="checkbox"/> Research                  | <input type="checkbox"/> Carpentry                     |
| <input type="checkbox"/> Computers                 | <input type="checkbox"/> Mechanics                     |
| <input type="checkbox"/> Word Processing           | <input type="checkbox"/> Driving                       |
| <input type="checkbox"/> Spreadsheets              | <input type="checkbox"/> Other: _____                  |
| <input type="checkbox"/> Data Entry                |  |

If you have experience with computers, please describe the type of computers and software programs used: \_\_\_\_\_

10. Work History:

Please attach a resume, or list any significant work experiences and/or employable skills below. You may include any applicable hobbies and/or community and volunteer work. Please include the organization's name, number of years of service, job title, and responsibilities.

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**11. Please attach a copy of your most recent property-tax bill.**

12. I understand that if I am offered employment under this program, I will be paid minimum wage minus applicable employment deductions. I also understand that as an employee, I must comply with all applicable laws, regulations and policies and that my employment may be terminated at any time with or without cause.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Once completed, please return this application to:

**Human Resources Department  
Town House  
P.O. Box 535  
22 Monument Square  
Concord, MA 01742**